December 15, 2013

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because Italy has a great history of their culture in Rome. The Roman Empire was centered in Italy and Rome.

Over the course of the next 7 ½ weeks, I expect to learn about Italy’s culture, food, business etiquette and some important phrases in Italian. Having this knowledge will help me live in Italy knowing all of the culture and food. With the business etiquette and the important phrases will help me consult with businesses in Italy.

Lastly, I think I would be a great addition to this team because I am a fast learner. When I am given something to learn about, I study it until I can know it without a second thought. Also I am a hard-worker. If a challenge is hard I will not give up until it is done and great work.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Kevin Morgan

5073 Fountainwood Drive

Gibsonia, PA, 15044